ST/IC/2014/1

United Nations

# Index to administrative issuances

January 2014

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## Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2012. It also includes a subject index and an alphabetical index. The index is issued annually.[1]

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1911, New York, N.Y. 10017. They can also be sent by fax to 212 963 3898.

[1] The index to information circulars is contained in ST/IC/2014/2.

1 January 2013

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# A. Administrative issuances, by alphanumeric symbol

## I. Issuances under Secretary-General's bulletin ST/SGB/2009/4[2]

### 1. Secretary-General's bulletins 2013

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2013/1 | 3/1/13 | Organization of the Office of Central Support Services | See also ST/SGB/2010/9 and ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2013/2 | 16/4/13 | Management Performance Board | See also ST/SGB/2005/16, as amended by ST/SGB/2006/14 |
| ST/SGB/2013/3 and Amend.1 | 1/1/13<br>12/8/13 | Staff Rules | |
| ST/SGB/2013/4 | 1/7/13 | Financial Regulations and Rules of the United Nations | See also ST/AI/2004/1 |
| ST/SGB/2013/5[3] | 5/8/13 | Organization of the Department of Safety and Security | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |

### 2. Secretary-General's bulletins 2012

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2012/1 | 20/3/12 | Staff Regulations | |
| ST/SGB/2012/2 | 29/3/12 | Publications Board | See also ST/AI/2001/5 |
| ST/SGB/2012/3 | 20/7/12 | International Criminal Tribunals: Information sensitivity, classification, handling and access | See also ST/SGB/2007/5 and ST/SGB/2007/6 |
| ST/SGB/2012/4 | 27/7/2012 | Senior Management Group | See also ST/SGB/2005/16 |

[2] A new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/2009/4.

[3] This administrative issuance was issued and took effect on 1 April 2014.

### 3. Secretary-General's bulletins 2011

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2011/2 | 1/1/11 | Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management | |
| ST/SGB/2011/3 and Amend.1 | 16/3/11<br>16/11/11 | Management Committee | See also ST/SGB/2005/16, as amended by ST/SGB/2006/14 |
| ST/SGB/2011/4 | 20/7/11 | Organization of the Office of Human Resources Management | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2010/9 |
| ST/SGB/2011/5 | 8/9/11 | Performance Management and Development Learning Programme for Managers and Supervisors | See also ST/AI/2010/5 |
| ST/SGB/2011/6/Rev.1 | 11/7/13 | Staff-Management Committee | |
| ST/SGB/2011/7 | 29/9/11 | Central review bodies | See also ST/AI/2010/3 and Amend.1 |
| ST/SGB/2011/8 | 3/10/11 | Senior Review Group | |
| ST/SGB/2011/9 | 18/10/11 | Continuing appointments | See also ST/AI/2012/3 |
| ST/SGB/2011/10 | 19/10/11 | Young professionals programme | See also ST/AI/2012/2/Rev.1 and ST/AI/2001/7/Rev.1 |

### 4. Secretary-General's bulletins 2010

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2010/1 | 5/2/10 | Organization of the Department of Peacekeeping Operations | See also ST/SGB/1997/5 as amended by ST/SGB/2002/11 ST/SGB/2009/13 and Corr.1 |
| ST/SGB/2010/2 | 4/3/10 | Organization of the Department of Field Support | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 ST/SGB/2010/9, ST/SGB/2009/13 and ST/SGB/2010/1 |
| ST/SGB/2010/3 | 7/4/10 | Organization and terms of reference of the Office of Administration of Justice | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2010/5 | 23/4/10 | Establishment and operation of the Central Emergency Response Fund | See also ST/SGB/2009/4 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2010/7 | 2/8/10 | Organization of the secretariat of the Economic and Social Commission for Western Asia | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2010/8/ Rev.1 | 24/5/12 | United Nations Memorial and Recognition Fund | See also ST/AI/2010/1 |
| ST/SGB/2010/14 | 6/12/10 | Organization of the Department of Management | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |

### 5. Secretary-General's bulletins 2009

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2009/1 | 16/1/09 | Authority of the United Nations Office for Project Services in matters relating to human resources management | |
| ST/SGB/2009/3 | 1/3/09 | Organization of the United Nations Office at Nairobi | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2002/14 and ST/SGB/2006/13 |
| ST/SGB/2009/4 | 18/12/09 | Procedures for the promulgation of administrative issuances | |
| ST/SGB/2009/8 | 22/6/09 | United Nations Learning Advisory Board | |
| ST/SGB/2009/9 | 22/6/09 | Learning and development policy | |
| ST/SGB/2009/10 | 23/6/09 | Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 | |
| ST/SGB/2009/11 | 24/6/09 | Transitional measures related to the introduction of the new system of administration of justice | |
| ST/SGB/2009/12 | 1/8/09 | Records and archives of the United Nations Monitoring Verification and Inspection Commission | |
| ST/SGB/2009/13 | 1/10/09 | Organization of the Department of Political Affairs | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2009/14 | 18/12/09 | Organization of the United Nations Office for Partnerships | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |

### 6. Secretary-General's bulletins 2008

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2008/3 | 1/1/08 | Staff Rules: staff rules 301.1 to 312.6 governing appointments for service of a limited duration | See also ST/AI/2001/2, as amended by ST/AI/2004/5, and ST/AI/2005/4 |
| ST/SGB/2008/5 | 11/2/08 | Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority | See also ST/SGB/2008/14 |
| ST/SGB/2008/6 | 28/4/08 | United Nations Exhibits Committee | See also ST/AI/416 and ST/AI/2008/1 |
| ST/SGB/2008/8 | 27/6/08 | Organization of the Office for Disarmament Affairs | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2008/9 | 27/6/08 | Organization of the secretariat of the Economic Commission for Europe | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2008/11 | 1/8/08 | Joint Negotiation Committee for the Field | |
| ST/SGB/2008/12 | 1/8/08 | Departmental focal points for women in the Secretariat | See also ST/SGB/282 and ST/AI/1999/9 |
| ST/SGB/2008/13 | 1/8/08 | Organization of the Office of Legal Affairs | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2008/14 | 27/10/08 | Joint Harassment Prevention Boards | See also ST/SGB/2008/5 |

### 7. Secretary-General's bulletins 2007

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2007/5 | 12/2/07 | Record-keeping and the management of United Nations archives | See also ST/SGB/2004/15 and ST/SGB/2007/6 |
| ST/SGB/2007/6 | 12/2/07 | Information sensitivity, classification and handling | See also ST/SGB/2007/5 |
| ST/SGB/2007/7 | 15/2/07 | Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States | See also ST/SGB/1997/5 and ST/SGB/2002/11 |
| ST/SGB/2007/9 | 15/6/07 | Joint Negotiation Committee at Headquarters | |
| ST/SGB/2007/10 | 29/6/07 | Records of the United Nations Compensation Commission | See also ST/SGB/2007/5 and ST/SGB/2007/6 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2007/11 and Amend.1 | 30/11/07 16/4/13 | United Nations system-wide application of ethics: separately administered organs and programmes | See also ST/SGB/2005/22 and ST/SGB/2005/21 |
| ST/SGB/2007/12 | 1/12/07 | HIV/AIDS in the Workplace Orientation Programme | See also ST/SGB/2003/18 |

## 8. Secretary-General's bulletins 2006

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2006/5 | 22/3/06 | Acceptance of pro bono goods and services | |
| ST/SGB/2006/6 | 10/4/06 | Financial disclosure and declaration of interest statements | |
| ST/SGB/2006/7 | 31/5/06 | Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | See also ST/AI/2006/2 |
| ST/SGB/2006/8 | 20/7/06 | Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100) | See also ST/SGB/2013/4 |
| ST/SGB/2006/13 | 1/12/06 | Organization of the secretariat of the United Nations Environment Programme | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2009/3 |
| ST/SGB/2006/14 | 8/12/06 | Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat | See also ST/SGB/2005/16 and ST/SGB/2011/3 |
| ST/SGB/2006/15 | 26/12/06 | Post-employment restrictions | |
| ST/SGB/2006/16 and Amend.1, Amend.2, Amend.3 Amend.4 | 22/12/06 26/9/08 29/11/10 2/11/11 24/12/12 | Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme | |

### 9. Secretary-General's bulletins 2005

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2005/7 | 13/4/05 | Designation of staff members performing significant functions in the management of financial, human and physical resources | |
| ST/SGB/2005/9 | 2/5/05 | Organization of the Department for General Assembly and Conference Management | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2005/10 | 2/5/05 | Establishment of a Senior Advisory Board on Services to the Public | |
| ST/SGB/2005/11 | 29/4/05 | Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2005/12 | 29/4/05 | Organization of the secretariat of the Economic Commission for Africa | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2005/16 | 22/8/05 | New mechanisms to strengthen the executive management of the United Nations Secretariat | See also ST/SGB/1997/5, ST/SGB/2006/14 and ST/SGB/2011/3 |
| ST/SGB/2005/17 | 12/9/05 | Integrity awareness initiative | |
| ST/SGB/2005/20 | 28/11/05 | Prevention of workplace harassment, sexual harassment and abuse of authority | See also ST/SGB/2008/5 and ST/SGB/2008/14 |
| ST/SGB/2005/21 | 19/12/05 | Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations | |
| ST/SGB/2005/22 | 29/12/05 | Ethics Office — establishment and terms of reference | |

### 10. Secretary-General's bulletins 2004

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2004/5 | 15/3/04 | Organization of the United Nations Office at Vienna | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2004/6 |
| ST/SGB/2004/6 | 15/3/04 | Organization of the United Nations Office on Drugs and Crime | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2004/9 | 1/6/04 | Independent inquiry into the oil-for-food programme | |
| ST/SGB/2004/10 | 28/5/04 | Authority of the United Nations Population Fund in matters relating to human resources | |
| ST/SGB/2004/11 | 9/8/04 | Payment of insurance proceeds under the malicious acts insurance policy | |
| ST/SGB/2004/13 | 24/9/04 | Personal status for purposes of United Nations entitlements | |
| ST/SGB/2004/15 | 29/11/04 | Use of information and communication technology resources and data | |

### 11. Secretary-General's bulletins 2003

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2003/4 | 24/1/03 | Flexible working arrangements | |
| ST/SGB/2003/6 | 23/4/03 | Office of the Special Adviser on Africa | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2003/9 | 11/8/03 | Non-smoking policy at United Nations Headquarters, New York | |
| ST/SGB/2003/13 | 9/10/03 | Special measures for protection from sexual exploitation and sexual abuse | See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14 |
| ST/SGB/2003/14 | 25/10/03 | Policy on breastfeeding | |
| ST/SGB/2003/16 | 21/11/03 | Organization of the Office of Programme Planning, Budget and Accounts | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2010/9 |
| ST/SGB/2003/17 | 21/11/03 | Information and Communications Technology Board | See also ST/AI/2005/10 and ST/SGB/2004/15 |
| ST/SGB/2003/18 | 1/12/03 | Policy on HIV/AIDS in the workplace | See also ST/SGB/1999/17 and ST/SGB/2007/12 |
| ST/SGB/2003/19 | 9/12/03 | Basic security in the field: staff safety, health and welfare (interactive online learning) | |

## 12. Secretary-General's bulletins 2002

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2002/5 | 23/4/02 | Introduction of a new staff selection system | See also ST/AI/2010/3 and Amend.1 and Amend.2 |
| ST/SGB/2002/7 | 16/5/02 | Organization of the Office of Internal Oversight Services | See also ST/SGB/273 |
| ST/SGB/2002/8 | 5/6/02 | Evacuation procedures for the United Nations Headquarters complex | |
| ST/SGB/2002/9 | 18/6/02 | Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission | See also ST/SGB/2002/13 |
| ST/SGB/2002/11 | 27/9/02 | Amendment to Secretary-General's bulletin ST/SGB/1997/5 on the organization of the Secretariat of the United Nations | See also ST/SGB/1997/5, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 |
| ST/SGB/2002/12 | 15/10/02 | Office of the Ombudsman — appointment and terms of reference of the Ombudsman | |
| ST/SGB/2002/13 | 1/11/02 | Status, basic rights and duties of United Nations staff members | See also ST/SGB/2002/9 |
| ST/SGB/2002/14 | 22/11/02 | Organization of the secretariat of the United Nations Human Settlements Programme | See also ST/SGB/2009/3 |
| ST/SGB/2002/17 | 31/12/02 | Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations — filling of new posts (ST/SGB/2001/4) | See also ST/SGB/2001/4 |
| ST/SGB/2002/18 | 31/12/02 | New nomenclature for staff of the United Nations | |

### 13. Secretary-General's bulletins 2001

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2001/4 | 12/4/01 | Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts | See also ST/SGB/2002/17 |
| ST/SGB/2001/7 | 28/8/01 | Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements | |

### 14. Secretary-General's bulletins 2000

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/2000/4 | 24/1/00 | Organization of the United Nations Office at Geneva | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2000/5 | 7/2/00 | Organization of the secretariat of the Economic Commission for Latin America and the Caribbean | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2000/6 | 17/2/00 | Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/2000/8 | 19/4/00 | Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation | |
| ST/SGB/2000/11 | 22/5/00 | Visa Committee | |
| ST/SGB/2000/15 and Amend.1 | 1/12/00 18/10/11 | Regulations for the United Nations Dag Hammarskjöld Medal | See also ST/SGB/119 and Amend.1 |
| ST/SGB/2000/16 | 13/12/00 | Abolition of obsolete administrative issuances | See also ST/SGB/1999/11 |

### 15. Secretary-General's bulletins 1999

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/1999/4 | 20/5/99 | Family and child support obligations of staff members | See also ST/AI/2000/12 |
| ST/SGB/1999/6 | 8/6/99 | Commission for Historical Clarification | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/1999/8 | 22/6/99 | Organization of the Office for the Coordination of Humanitarian Affairs | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/1999/9 | 24/6/99 | Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/282 and ST/AI/1999/9 |
| ST/SGB/1999/10 | 30/6/99 | Organization of the Department of Public Information | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/1999/11 | 30/6/99 | Abolition of obsolete administrative issuances and information circulars | See also ST/SGB/2000/16 |
| ST/SGB/1999/13 | 6/8/99 | Observance by United Nations forces of international humanitarian law | |
| ST/SGB/1999/15 | 13/10/99 | Organizational competencies for the future | See also ST/SGB/1998/6 |
| ST/SGB/1999/17 | 30/11/99 | United Nations personnel policy on HIV/AIDS | |
| ST/SGB/1999/18 | 15/12/99 | Performance Appraisal System | See also ST/AI/2010/5 |

### 16. Secretary-General's bulletins 1998

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/1998/1 | 15/1/98 | Organization of the secretariat of the United Nations Conference on Trade and Development | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/1998/6 | 31/3/98 | Building the future | See also ST/SGB/1999/15 |
| ST/SGB/1998/9 | 27/4/98 | Organization of the Office of the United Nations High Commissioner for Refugees | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/1998/18 | 3/12/98 | Organization of the Executive Office of the Secretary-General | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |

### 17. Secretary-General's bulletins 1997

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/1997/2 | 28/5/97 | Information circulars | |
| ST/SGB/1997/5 | 12/9/97 | Organization of the Secretariat of the United Nations | See also ST/SGB/2002/11, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/1997/9 | 15/9/97 | Organization of the Department of Economic and Social Affairs | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |
| ST/SGB/1997/10 | 15/9/97 | Organization of the Office of the United Nations High Commissioner for Human Rights | See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 |

### 18. Administrative instructions 2013

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2013/1 and Corr.1 | 22/4/13<br>13/6/13 | Administration of fixed-term appointments | |
| ST/AI/2013/2 | 30/8/13 | Rental subsidies and deductions | |
| ST/AI/2013/3 | 12/8/13 | Official travel | See also ST/SGB/107/Rev.6 |
| ST/AI/2013/4 | 19/12/13 | Consultants and individual contractors | See also ST/SGB/177 |
| ST/AI/2013/5 | 1/4/14 | Participants in advisory meetings | See also ST/SGB/177 |

### 19. Administrative instructions 2012

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2012/1 | 27/4/12 | Assignment grant | |
| ST/AI/2012/2/Rev.1 | 7/11/13 | Young professionals programme | See also ST/SGB/2011/10 |
| ST/AI/2012/3 | 14/8/12 | Administration of continuing appointments | See also ST/SGB/2011/9 |

### 20. Administrative instructions 2011

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2010/4/Rev.1 | 26/10/11 | Administration of temporary appointments | See also ST/AI/2011/6 and Amend.1, ST/AI/2011/7 and Amend.1, ST/AI/2000/6 and Amend.1 |
| ST/AI/2011/1 | 23/3/11 | Sabbatical leave programme | See also ST/SGB/2009/9 |
| ST/AI/2011/3 | 14/4/11 | Medical clearances | |
| ST/AI/2011/4 and Amend.1 | 27/5/11<br>30/12/11 | Education grant and special education grant for children with a disability | See also ST/AI/2000/6 and Amend.1 |
| ST/AI/2011/5 | 2/6/11 | Dependency status and dependency benefits | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2011/6 and Amend.1 | 27/6/11<br>30/12/11 | Mobility and hardship scheme | See also ST/AI/2001/1 |
| ST/AI/2011/7 and Amend.1 and Amend.2 | 28/6/11<br>28/12/11<br>23/7/12 | Rest and recuperation | See also ST/AI/1997/6 and Amend.1 |
| ST/AI/2011/8 | 28/7/11 | Review committees on contracts | See also ST/AI/2004/1 |
| ST/AI/2011/9 | 1/8/11 | Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency | See also ST/AI/155/Rev.2, Amend.1, and ST/AI/2000/10 |

### 21. Administrative instructions 2010

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2010/1 | 14/1/10 | Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources | See also ST/AI/2000/13 |
| ST/AI/2010/2 | 1/3/10 | Request for rectification of date of birth or of other personal data | |
| ST/AI/2010/3 and Amend.1 and Amend.2 | 21/4/10<br>29/6/12<br>16/12/13 | Staff selection system | See also ST/AI/2000/1, as amended by ST/AI/2003/1, ST/AI/2001/7/Rev.1, ST/AI/2012/2, ST/AI/2010/4 and Corr.1, ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2002/5, ST/SGB/2002/6 and Amend.1, ST/SGB/2005/7 and ST/SGB/2011/8 |
| ST/AI/2010/4/Rev.1 | 26/10/11 | Administration of temporary appointments | See also ST/SGB/2009/4 |
| ST/AI/2010/5 and Corr.1 | 30/4/10<br>12/5/10 | Performance Management and Development System | See also ST/SGB/2011/5 |
| ST/AI/2010/6 | 20/5/10 | Road and driving safety | |
| ST/AI/2010/10 | 25/8/10 | Upgrading of substantive and technical skills | See also ST/SGB/2009/9, ST/SGB/274 and ST/SGB/2003/4 |

### 22. Administrative instructions 2009

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2009/1 | 30/11/09 | Recovery of overpayments made to staff members | See also ST/AI/2004/3 and ST/SGB/2009/4 |

### 23. Administrative instructions 2008

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2008/1 | 28/4/08 | Exhibits in publicly accessible areas at Headquarters in New York | See also ST/SGB/2008/6 and ST/AI/416 |

### 24. Administrative instructions 2007

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2007/2 | 23/5/07 | Managed reassignment programme | |
| ST/AI/2007/3 | 1/7/07 | After-service health insurance | |

### 25. Administrative instructions 2006

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2006/1 | 1/8/06 | Policy on the provision and use of official cars | See also ST/AI/2013/3 |
| ST/AI/2006/2 | 31/5/06 | Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste | See also ST/SGB/2006/7 and ST/SGB/2004/15 |
| ST/AI/2006/5 | 24/11/06 | Excess baggage, shipments and insurance | |

### 26. Administrative instructions 2005

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2005/1 | 29/3/05 | Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave) | See also ST/AI/1999/13 |
| ST/AI/2005/2 | 6/5/05 | Family leave, maternity leave and paternity leave | |
| ST/AI/2005/3 and Amend.1 | 6/5/05<br>21/11/07 | Sick leave | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2005/4 | 6/5/05 | Administrative instruction amending administrative instruction ST/AI/2001/2 | See also ST/AI/2001/2 and ST/AI/2004/5 |
| ST/AI/2005/5 | 31/5/05 | Administrative instruction amending administrative instruction ST/AI/400 | See also ST/AI/400 and ST/SGB/2009/4 |
| ST/AI/2005/6 | 31/5/05 | Administrative instruction amending administrative instruction ST/AI/1997/6 | See also ST/AI/1997/6 |
| ST/AI/2005/10 | 8/8/05 | Information and communication technology initiatives | See also ST/SGB/2003/17 and ST/SGB/2004/15 |
| ST/AI/2005/11 | 31/8/05 | Administrative instruction amending administrative instruction ST/AI/2000/9 | See also ST/AI/2000/9 |

### 27. Administrative instructions 2004

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2004/1 | 8/3/04 | Delegation of authority under the Financial Regulations and Rules of the United Nations | |
| ST/AI/2004/3 | 29/9/04 | Financial responsibility of staff members for gross negligence | See also ST/AI/2009/1 |
| ST/AI/2004/5 | 22/12/04 | Administrative instruction amending administrative instruction ST/AI/2001/2 | See also ST/AI/2001/2, as amended by ST/AI/2005/4 |

### 28. Administrative instructions 2003

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2003/1 | 27/1/03 | Administrative instruction amending administrative instruction ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills) | See also ST/AI/2000/1 |
| ST/AI/2003/2 | 30/1/03 | Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances | See also ST/AI/372 |
| ST/AI/2003/3 | 21/3/03 | Special post allowance for field mission staff | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2003/4 | 21/3/03 | Administrative instruction amending administrative instruction ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services) | See also ST/AI/401 |
| ST/AI/2003/5 | 19/5/03 | Property management and inventory control at United Nations Headquarters | See also ST/AI/374 |
| ST/AI/2003/8 and Amend.1 and Amend.2 | 13/11/03 17/3/06 2/2/09 | Retention in service beyond the mandatory age of separation and employment of retirees | |
| ST/AI/2003/9 | 7/1/04 | Administrative instruction amending administrative instruction ST/AI/1998/3 | See also ST/AI/1998/3 |

### 29. Administrative instructions 2002

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2002/5 | 7/6/02 | Administrative instruction amending administrative instruction ST/AI/1997/6 | See also ST/AI/1997/6 and ST/AI/2005/6 |
| ST/AI/2002/6 | 27/9/02 | Life insurance | |
| ST/AI/2002/8 and Amend.1 | 27/12/02 27/8/08 | Official hospitality | |

### 30. Administrative instructions 2001

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2001/1 | 8/2/01 | Currency and modalities of payment of salaries and allowances | |
| ST/AI/2001/2 | 15/3/01 | Appointments of limited duration | See also ST/SGB/2008/3, ST/AI/2004/5 and ST/AI/2005/4 |
| ST/AI/2001/3 | 4/5/01 | Administrative instruction amending administrative instruction ST/AI/259/Rev.10 (Salary differential) | See also ST/AI/259/Rev.10 |
| ST/AI/2001/4 | 5/6/01 | Disposal of computer equipment at United Nations Headquarters | |
| ST/AI/2001/5 | 22/8/01 | United Nations Internet publishing | |
| ST/AI/2001/6 | 24/7/01 | Administrative instruction amending administrative instruction ST/AI/342 (Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243) | See also ST/AI/342 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2001/7/Rev.1 | 10/5/13 | Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination or the General Service to Professional category examination | See also ST/AI/2012/2/Rev.1 |

### 31. Administrative instructions 2000

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/2000/1 | 12/1/00 | Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills | |
| ST/AI/2000/3 | 4/4/00 | Overtime compensation for staff members in the Field Service category at established missions | |
| ST/AI/2000/5 | 15/5/00 | Repatriation grant | |
| ST/AI/2000/6 and Amend.1 | 25/5/00<br>24/11/06 | Special entitlements for staff members serving at designated duty stations | |
| ST/AI/2000/9 | 19/9/00 | United Nations internship programme | See also ST/AI/2005/11 |
| ST/AI/2000/10 | 21/9/00 | Medical evacuation | |
| ST/AI/2000/12 | 25/10/00 | Private legal obligations of staff members | See also ST/SGB/1999/4 |
| ST/AI/2000/13 | 25/10/00 | Outside activities | |
| ST/AI/2000/15 and Amend.1 | 27/11/00<br>31/10/07 | Family visit travel | See also ST/AI/2013/3 |
| ST/AI/2000/19 | 18/12/00 | Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States | |

## 32. Administrative instructions 1999

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/1999/1 | 1/2/99 | Delegation of authority in the administration of the Staff Rules | See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1 |
| ST/AI/1999/2 | 13/5/99 | Language proficiency and language incentives | |
| ST/AI/1999/6 | 28/5/99 | Gratis personnel | |
| ST/AI/1999/9 | 21/9/99 | Special measures for the achievement of gender equality | See also ST/SGB/282 |
| ST/AI/1999/13 | 9/11/99 | Recording of attendance and leave | See also ST/AI/2005/1 |
| ST/AI/1999/16 | 28/12/99 | Termination of appointment for reasons of health | |
| ST/AI/1999/17 and Amend.1 | 23/11/99<br>30/1/06 | Special post allowance | |

## 33. Administrative instructions 1998

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/1998/1 | 28/1/98 | Payment of income taxes to United States tax authorities | |
| ST/AI/1998/3 | 23/1/98 | System of daily subsistence allowance | See also ST/AI/2003/9 |
| ST/AI/1998/4 | 10/2/98 | Competitive examinations for the placement of General Service and related categories in particular occupational groups | |
| ST/AI/1998/7 and Amend.1 | 23/3/98 | Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category | |
| ST/AI/1998/9<br>ST/AI/1998/9/Corr.1 (English only) | 6/10/98<br>29/12/98 | System for the classification of posts | |

## 34. Administrative instructions 1997

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/1997/6 | 20/10/97 | Mission subsistence allowance | See also ST/AI/2002/5 and ST/AI/2005/6 |

## II. Issuances under Secretary-General's bulletin ST/SGB/100

### 1. Secretary-General's bulletins

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/Financial Rules/2 | 9/12/75 | Financial Rules of the Fund of the United Nations Environment Programme | |
| ST/SGB/Staff Rules/ Appendix D/Rev.1/ Amend.1 | 1/1/66<br>8/1/76 | Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations | |
| ST/SGB/ UNFICYP/1 | 25/4/64 | Regulations for the United Nations Peacekeeping Force in Cyprus | |
| ST/SGB/103/Rev.1 | 6/80 | Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations | |
| ST/SGB/107/Rev.6 | 25/3/91 | Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations | |
| ST/SGB/119/Rev.1 | 16/2/66 | Regulations for the United Nations medal | See also ST/SGB/2000/15 and Amend.1 |
| ST/SGB/125/Rev.1 and Amend.1<br>ST/SGB/125/Rev.2 (Spanish only) | 21/5/63<br>31/12/63<br>27/2/64 | Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |
| ST/SGB/126<br>ST/SGB/126/ Amend.1 | 1/8/63<br>15/6/73 | United Nations Research Institute for Social Development | |
| ST/SGB/127<br>ST/SGB/127/ Amend.1 | 23/9/63<br>29/4/74 | Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |
| ST/SGB/129 | 31/12/64 | African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/132 | 1/67 | United Nations Flag Code and Regulations | |
| ST/SGB/135 | 26/12/69 | Access to League of Nations archives | |
| ST/SGB/136 | 1/2/71 | Preservation and disposition of gifts and historical items | |
| ST/SGB/151 | 7/1/76 | Administration of the Staff Regulations and the Staff Rules | See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1 |
| ST/SGB/152 | 4/3/76 | Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters | |
| ST/SGB/160 | 13/10/77 | Planning, preparation and servicing of special conferences | See also ST/AI/342, ST/AI/2013/3 and ST/AI/2001/6 |
| ST/SGB/172 | 19/4/79 | Staff-management relations: decentralization of consultation procedure | See also ST/SGB/274 |
| ST/SGB/177 | 19/11/82 | Policies for obtaining the services of individuals on behalf of the Organization | See also ST/SGB/283, ST/AI/2010/4/Rev.1, ST/AI/327 |
| ST/SGB/188 | 1/3/82 | Establishment and management of trust funds | See also ST/AI/284, ST/AI/285 and ST/AI/286 |
| ST/SGB/198 | 10/12/82 | Security, safety and independence of the international civil service | See also ST/AI/299 |
| ST/SGB/201 | 8/7/83 | Use of working languages of the Secretariat | See also ST/SGB/212 |
| ST/SGB/205 | 14/6/84 | Regional Commissions Liaison Office | |
| ST/SGB/209 | 21/12/84 | Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat | |
| ST/SGB/212 | 24/9/85 | Use of working languages of the Secretariat | See also ST/SGB/201 |
| ST/SGB/214 | 17/1/86 | International Research and Training Institute for the Advancement of Women | |
| ST/SGB/230 | 8/3/89 | Resolution of tort claims | |
| ST/SGB/240 | 26/6/91 | United Nations International Drug Control Programme | See also ST/SGB/2004/6 and ST/AI/388 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/SGB/242 | 26/6/91 | United Nations archives and records management | See also ST/SGB/2007/5 |
| ST/SGB/259 | 2/7/93 | Wearing of grounds passes | See also ST/AI/333 and ST/AI/387 |
| ST/SGB/267 | 15/11/93 | Placement and promotion | |
| ST/SGB/269 | 10/1/94 | Secure telecommunications equipment | |
| ST/SGB/273 | 7/9/94 | Establishment of the Office of Internal Oversight Services | See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4) |
| ST/SGB/274 | 28/9/94 | Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level | See also ST/SGB/172 |
| ST/SGB/275 | 22/12/94 | Health and Life Insurance Committee at Headquarters | |
| ST/SGB/276 | 27/4/95 | Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee | |
| ST/SGB/277 | 19/5/95 | Policy governing assignment to and return from mission detail | See also ST/AI/404 |
| ST/SGB/282 | 5/1/96 | Policies to achieve gender equality in the United Nations | See also ST/SGB/2008/12 and ST/AI/1999/9 |
| ST/SGB/283 | 29/8/96 | Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions | See also ST/SGB/177 |

## 2. Administrative instructions

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/97/Rev.2 | 26/2/81 | Control of United Nations property covered by personal property receipts | See also ST/AI/374 and ST/AI/2003/5 |
| ST/AI/104 | 23/8/54 | Solicitation of voluntary contributions within the Secretariat | |
| ST/AI/105 | 3/9/54 | Maintenance of personnel record cards | |
| ST/AI/108 | 24/2/55 | Annual inspection of official status files | See also ST/AI/292 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/118/Rev.1 | 15/1/57 | Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs | |
| ST/AI/145/Rev.1 | 18/6/70 | Use of Dag Hammarskjöld Memorial Library building | Paras. 5 and 6; see also ST/AI/387 and ST/AI/416 |
| ST/AI/149/Rev.4 | 14/4/93 | Compensation for loss of or damage to personal effects attributable to service | |
| ST/AI/155/Rev.2 and Amend.1 | 31/8/90<br>13/12/90 | Personnel payroll clearance action | |
| ST/AI/189 | 7/11/69 | Regulations for the control and limitation of documentation | |
| ST/AI/189/Add.1/ Rev.2 | 1/10/90 | Initiation, approval and execution of the United Nations biennial publications programme | |
| ST/AI/189/Add.2 and Add.2/Amend.2 | 15/9/71<br>25/8/08 | Covers and title pages of publications | |
| ST/AI/189/Add.3/ Rev.2 | 17/12/85 | Distribution of documents, meeting records, official records and publications | See also ST/AI/271 and ST/AI/341 |
| ST/AI/189/Add.4/ Rev.1 | 20/1/97 | Principles governing the exchange of United Nations documents and publications | See also ST/AI/271 |
| ST/AI/189/Add.5/ Rev.2 | 23/2/87 | Stock review and disposal: official records and publications | |
| ST/AI/189/Add.6/ Rev.5 | 22/8/08 | Attribution of authorship in United Nations documents, publications and other official papers | |
| ST/AI/189/Add.7 | 30/9/71 | Documentation workload estimates | |
| ST/AI/189/Add.8/ Rev.1 | 15/3/77 | Requests for document services | |
| ST/AI/189/Add.9/ Rev.2<br>ST/AI/189/Add.9/ Rev.2/Add.2 | 17/9/87<br>25/2/92 | Copyright in United Nations publications: general principles, practice and procedure | Supersedes ST/AI/189/Add.9/ Rev.1 on an experimental basis; see also ST/AI/189/Add.27 |
| ST/AI/189/Add.10 | 29/11/72 | Mailing of official United Nations documentation | See also ST/AI/271 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/189/Add.11/Rev.2 | 18/8/95 | Principles governing United Nations depository libraries | |
| ST/AI/189/Add.12/Rev.1 | 20/1/97 | Supply to the United Nations libraries of material not available through the regular distribution channels | |
| ST/AI/189/Add.13/Rev.1 | 22/12/73 | Reissue of out-of-stock material | |
| ST/AI/189/Add.14/Rev.1 | 17/9/79 | External publishing of United Nations manuscripts | |
| ST/AI/189/Add.15/Rev.1 | 30/6/92 | Pricing of United Nations publications | |
| ST/AI/189/Add.17 | 24/6/75 | Criteria for the selection of material to be issued as United Nations publications | |
| ST/AI/189/Add.18 | 19/1/76 | Mention of names of commercial firms in United Nations documents and publications | |
| ST/AI/189/Add.19/Rev.1 | 11/2/97 | Newsletters and other information materials in printed or electronic format | |
| ST/AI/189/Add.20/Rev.1 | 11/2/97 | Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat | |
| ST/AI/189/Add.21 | 15/1/79 | Use of the United Nations emblem on documents and publications | |
| ST/AI/189/Add.22 | 1/6/79 | Use and disposition of papers and reports of seminars and similar ad hoc meetings | |
| ST/AI/189/Add.23 | 24/2/82 | Timetable for the planning and submission of documents for sessions of United Nations organs | |
| ST/AI/189/Add.24 | 11/12/84 | Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications | |
| ST/AI/189/Add.25/Rev.1 | 20/1/97 | Guidelines for the publication of maps | |
| ST/AI/189/Add.26 | 25/9/89 | Guidelines for electronic publishing | See also ST/AI/189/Add.28 |
| ST/AI/189/Add.27 | 8/11/90 | References and acknowledgements | See also ST/AI/189/Add.9/Rev.2 and Add.2 |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/189/Add.28 | 14/8/96 | Guidelines for publishing in an electronic format | See also ST/AI/189/Add.26 |
| ST/AI/193/Rev.1 | 24/6/77 | Material and package passes | See also ST/AI/309/Rev.2 |
| ST/AI/202 | 4/6/71 | Headquarters Property Survey Board: case report and recommendation form | |
| ST/AI/205 | 10/12/71 | Library services | See also ST/AI/189/Add.12/Rev.1 |
| ST/AI/211 | 4/4/72 | Scheduling of meetings and provision of conference services | |
| ST/AI/222 | 10/12/74 | Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services | |
| ST/AI/227 | 25/4/75 | Security of valuable articles: lost and found property | |
| ST/AI/231/Rev.1 | 23/1/91 | Non-reimbursable loans of personnel services from sources external to the United Nations common system | |
| ST/AI/233 | 9/12/75 | Contributions from non-Member States | |
| ST/AI/234/Rev.1<br>ST/AI/234/Rev.1/Amend.1 | 22/3/89<br>14/6/90 | Administration of the Staff Regulations and Staff Rules | See also ST/SGB/151 and ST/AI/1999/1 |
| ST/AI/235<br>ST/AI/235/Corr.1 | 8/1/76<br>20/1/76 | Death and disability coverage for members of the Joint Inspection Unit | |
| ST/AI/242<br>ST/AI/242/Amend.1 | 22/2/77<br>8/8/95 | Establishment of appointment and promotion committees at designated offices away from Headquarters | See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1 |
| ST/AI/244/Rev.1 | 18/7/96 | United Nations Bookshop service for staff members | |
| ST/AI/248 and Amend.1 | 7/7/77<br>27/6/80 | Reimbursement of taxi fares | |
| ST/AI/259/Rev.10 | 27/2/89 | Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters | See also ST/AI/2001/3 |
| ST/AI/261 | 12/12/78 | Forms management programme | |

| *Symbol* | *Date issued* | *Subject* | *Amendments remarks* |
|---|---|---|---|
| ST/AI/271 | 4/2/80 | General principles and procedures governing outgoing official United Nations mail at Headquarters | See also ST/AI/189/Add.10 |
| ST/AI/273 | 4/3/80 | Employment of spouses | |
| ST/AI/284 | 1/3/82 | General trust funds | See also ST/SGB/188 |
| ST/AI/285 | 1/3/82 | Technical cooperation trust funds | See also ST/SGB/188 |
| ST/AI/286 | 3/3/82 | Programme support accounts | See also ST/SGB/188 |
| ST/AI/291/Rev.1 | 18/7/84 | Part-time employment | |
| ST/AI/292 | 15/7/82 | Filing of adverse material in personnel records | See also ST/AI/108 |
| ST/AI/293 | 15/7/82 | Facilities to be provided to staff representatives | |
| ST/AI/299 | 10/12/82 | Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families | See also ST/SGB/198 |
| ST/AI/309/Rev.2 | 18/2/97 | Authority of United Nations security officers | See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387 |
| ST/AI/310 | 20/9/83 | Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours | See also ST/AI/387 |
| ST/AI/323 | 27/9/84 | Reduction in energy consumption | |
| ST/AI/327 | 23/1/85 | Institutional or corporate contractors | See also ST/SGB/177, ST/AI/2010/4/Rev.1 and ST/AI/2013/4 |
| ST/AI/333 | 29/11/85 | Personal identification cards: Headquarters | See also ST/SGB/259 and ST/AI/387 |
| ST/AI/334 | 21/5/86 | Test for basic word-processing qualifications | |
| ST/AI/342 | 8/5/87 | Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 | See also ST/SGB/160, ST/AI/2013/3 and ST/AI/2001/6 |
| ST/AI/343<br>ST/AI/343/Corr.1 (French only) | 31/7/87<br>31/8/95 | Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters | |
| ST/AI/349 | 22/4/88 | United Nations garage | |

| *Symbol* | *Date issued* | *Subject* | *Amendments, remarks* |
|---|---|---|---|
| ST/AI/367 and Amend.1 | 15/10/90<br>24/11/06 | Home leave: change of place of home leave and change of country of home leave | |
| ST/AI/368 | 10/1/91 | Instructions governing United Nations diplomatic pouch service | |
| ST/AI/371 and Amend.1 | 2/8/91<br>11/5/10 | Revised disciplinary measures and procedures | See also ST/AI/2004/3 |
| ST/AI/372 | 25/9/91 | Employee assistance in cases of alcohol/substance abuse | See also ST/AI/2003/2 |
| ST/AI/374 | 16/1/92 | Property records and inventory control under revised definition of non-expendable property | See also ST/AI/97/Rev.2 and ST/AI/2003/5 |
| ST/AI/387 | 10/9/93 | Security arrangements for admission to United Nations Headquarters | See also ST/SGB/259 and ST/AI/309/Rev.2 |
| ST/AI/388 | 14/9/93 | Personnel arrangements for the United Nations International Drug Control Programme | See also ST/SGB/2004/6 and ST/SGB/240 |
| ST/AI/397 | 7/9/94 | Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery | See also ST/SGB/273 |
| ST/AI/400 | 22/12/94 | Abandonment of post | |
| ST/AI/401 | 18/1/95 | Personnel arrangements for the Office of Internal Oversight Services | See also ST/SGB/273 and ST/AI/2003/4 |
| ST/AI/404 | 19/5/95 | Assignment to and return from mission detail | See also ST/SGB/277 |
| ST/AI/408 | 1/8/95 | Introduction of staggered working hours at Headquarters | |
| ST/AI/414<br>ST/AI/414/Add.1 | 29/3/96<br>3/5/96 | 1996 early separation programme | |
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